

**ADP RFP 10-07
ADDENDUM #3**

Date: September 1, 2010

SUBJECT: ADDENDUM #3 to ADP RFP 10-07

QUESTIONS & ANSWERS SUMMARY

Question 1

In the context of the RFP, do licensed facilities include NTP's?

Answer:

Pg. 1: Yes. Narcotic treatment programs are within the scope of services provided in this contract, as referenced below:

This RFP is designed to provide TA and training to AOD treatment agencies based on the needs of the state and counties. Although not limited to the following, TA and training shall be provided to: prospective and existing residential licensees; prospective and existing certified programs; programs that provide detoxification services; and Narcotic Treatment Programs (NTP). Agencies experiencing management and/or facility/program problems will have priority for receiving TA and training.

Question 2

Can we charge fees for Continuing Education credit at regional events?

Section 1.7, C.1, (Page 3 of 85) indicates that the training events are to be made available at no cost and that certificates of completion shall be made available to all attendees. For these events, we see a distinction between paying to attend the event and paying for continuing education credit. Similarly, a certificate of completion would indicate merely that an attendee was present for the duration of the event. A certificate of continuing education credit would additionally indicate that event content meets, for example, BBS requirements for continuing education under our provider number. We recognized that not all content at all events will qualify for continuing education.

Answer:

No. All services are to be provided at no cost to the recipients including any associated costs for continuing education units (CEU), per second paragraph in Section 1.7, page 3.

Bidders may have a line item budget and budget justification for these costs if they choose to offer CEU.

ADP will need verification of current California Board of Behavioral Sciences (BBS) and the California Association of Alcoholism and/or Drug Abuse Counselors (CAADAC) certification to offer CEU's to participants.

Question 3

Some training and TA services, particularly for the regional events may be duplicative of UCLA ATTC offerings. Since it is not known now what UCLA will be doing over the term of the TA contract, what is the process for revision of the contract scope of work in order to prevent duplication of effort?

Answer:

There will be no duplication of efforts with this contract.

Question 4

Are webinars, conference calls and e-mail groups or listservs acceptable means for providing TA?

Answer:

This RFP addresses the necessary TA days, trainings events per 12 month period and the requirements specifically on page 4, section 1.7 Scope of Work, 2. Training Events,

- a. Contractor per 12 month period will develop and maintain a schedule of training events to be conducted. Contractor will provide, at a minimum, the equivalent of forty-four (44) regional one-day training events offering a variety of courses. Fifteen (15) of the 44 training events shall cover the requirements for licensing and certification of alcohol and other drug treatment agencies in eight (8) different locations within the State; however, ADP may approve additional locations, if warranted. The contractor will act as a broker of training services, utilizing community experts as appropriate, and facilitating cross-training between AOD agencies. Contractor will provide at least seven (7) training events on how to develop a policy and procedure manual.

If after the above requirement is met your organization chooses to provide webinars for TA purposes you may proceed with that as long as the Scope of the RFP requirement is met. During the time of this Contract conference calls and e-mail groups or listservs may be means for communication of TA training information. Webinars, conference calls, listservs and e-mail groups are acceptable means of providing technical assistance as a compliment to, rather than a replacement of, the forty-four regional training events.

Question 5

The Proposal Checklist (Page 85 of 85) states that, "One electronic copy of proposal on CDROM in WORD format" must be submitted with the bid package. While the bulk of the narrative proposal will be in Word, a significant amount of proposal content will be prepared in other formats. For example, project work plan, the budget and budget narrative will be in Excel format. Consultant resumes, particularly if originally produced in PageMaker or other DTP software, are likely to be in PDF format. In addition, any

material such as resumes, letters of commitment or letters of recommendation that is faxed to us can be converted to PDF but not to WORD.

Must 100% of the proposal be in WORD Format?

Answer:

No, it does not have to be, though WORD format is preferred.

Can the contents of the CD-ROM be comprised of multiple files, each corresponding to a specific section of the RFP?

File names would correspond to each section of the RFP. File format would be Word predominantly but other formats – Excel and PDF – would also be included. Question #18 from the Question and Answer Summary for ADP RFP 10-02 Media Buy seems to indicate that this will be acceptable.

Answer:

Yes, those portions of the original proposal that were composed using EXCEL/PDF files may be submitted in EXCEL/PDF format, provided the EXCEL/PDF file name and titles/headings used within the file clearly indicate where that specific file was referenced within the submitted proposal, file names should correspond to each section of the RFP.

Question 6

Are copies of proposals submitted in response to the most recent RFP for these services available? The Question and Answer Summary for ADP RFP 10-02 Media Buy seems to indicate that this would be the case. Please advise.

*i) Question 4 – “Are copies of the last RFP submissions available for review?
Yes, copies of the last RFP submissions are available upon request. On site viewing of the last RFP submissions are also available upon request.*

Please send your request to gmartinez@adp.ca.gov, please notate “Media Buy Submission Request” in the subject line. Or you can call Gregory Martinez at (916) 327-8628 with your request.”

Answer:

No, there are no copies of the last proposals submitted because the last Request for Proposal for these services was cancelled and proposals were returned.

Question 7

Are copies of the two most recent annual reports from the current contractor providing these services available and how could these be obtained?

Answer:

Yes, the annual report for 2008-2009 can be obtained by e-mailing the request to tperez@adp.ca.gov. Please notate "Annual Report Request" in the subject line, or you can call Trinidad Perez at 916-324-7667 with your request.

Question 8

For the two most recent years for which data are available, by modality, how many licensing reviews were conducted annually by ADP?

Answer:

There were 933 licensed residential facilities and 144 licensed narcotic treatment programs recorded during fiscal year 2008/2009. The following year, 2009/2010, records show 881 licensed residential facilities and 144 licensed narcotic treatment programs.

By modality, how many resulted in findings of deficiencies requiring corrective action?

Answer:

This information is not readily available.

What were the most commonly occurring areas of deficiency?

Answer:

This information is not readily available.

Question 9

For the two most recent years for which data are available, by modality, how many certification reviews were conducted annually by ADP?

Answer:

ADP records show that there were 945 certified non-residential facilities during fiscal year 2008/2009 and 868 certified non-residential facilities during fiscal year 2009/2010.

By modality, how many resulted in findings of deficiencies requiring corrective action?

Answer:

This information is not readily available.

What were the most commonly occurring areas of deficiency?

Answer:

This information is not readily available.

Question 10

How many new licensing requests has ADP received by modality in each of the two most recent years for which data are available?

Answer:

There were 35 licensing applications for all modalities submitted in fiscal year 2009-2010.

Question 11

How many new certification requests has ADP received by modality in each of the two most recent years for which data are available?

Answer:

There were 82 certification applications submitted in fiscal year 2009-2010.

Question 12

In the most recent year for which data are available, how many ADP-licensed programs are there in California?

Answer:

As of June 30, 2010 there are 1,025 ADP –licensed programs in California.

Question 13

In the most recent year for which data are available, how many ADP-certified program are there in California?

Answer:

As of June 20, 2010 there are 1,421 ADP-certified residential and non-residential programs in California.

Question 14

I was looking at the Synopsis of ADP RFP 10-07 (Numbered p. 4 at the bottom left). The first paragraphs states:

"This is a Request for Proposal (RFP) to provide Technical Assistance (TA) and training for alcohol and other drug (AOD) agencies, and to assist ADP in designing and implementing the statewide system of care, if awarded the federal grant. The result of this technical assistance contract will be improved quality performance in AOD agencies."

What is the federal grant referenced in the first sentence? The use of the words, "if awarded" makes it sound like it is a competitive grant and not the SAPT Block Grant.

Answer:

The first paragraph of the Synopsis of ADP RFP 10-07, the federal grant references is the Substance Abuse Prevention and Treatment Block Grant (SAPT).

Question 15

If the agency awarded this contract allowed to offer Continuing Education units and if so can they charge participants or the agency requesting the TA or training the fee associated with providing this service?

Answer:

Please refer to question number 2 above for the answer to this question.

Question 16

Our agency has pre-existing courses that are offered to the community for a fee. If awarded this contract, would our agency be allowed to offer modified or similar courses (based on the request to the agency requesting the TA or training), for no fee to that agency or provider, but continue to provide similar trainings in the community for a fee.

Answer:

This Contract does not prohibit a contractor from offering the same or similar courses to recipients outside of the scope of the contract. The contract only requires that TA and training events provided in the course of this contract are to be at no-cost to the recipient.

Question 17

While ADP RFP 10-07 requires some activities that clearly require a face-to-face or on site presence, many tasks can be accomplished via phone call, e-mail, webinar or other means of electronic communication. Does ADP have guidelines for an acceptable balance of in-person versus electronic service delivery for consultation and TA services?

Answer:

No, ADP does not have guidelines for this type of service. However, while under contract, the Contractor would be required to contact ADP to resolve any questionable issues related to the delivery of service.

Would the "equivalent of forty-four regional one-day training events" include webinars?

Answer:

Please refer to question number 4 above for answer to question.